



Business Communication unit 11

Business communication

- 1 A company is thinking of relocating its offices. Complete 1–7 in the conversation with the words from the list.

*possibly say to out beyond
stuck firm way round*

Union representative So, we're all extremely worried. I would urge you to consider redeveloping the current site.

Managing director Yes, I can understand your worries, but the decision is
1 _____ our control. We need to assume the move is going ahead and plan accordingly.

Union representative Well, if we really are
2 _____ with this situation, then I want to make sure that the employees get a guarantee that they will be looked after.

Managing director We can guarantee that most members of staff will be invited to move to the new site.

Union representative OK, but we can't
3 _____ expect all staff members to move. They have family ties and partners with jobs here.

Managing director Obviously there will be some severance pay for those who leave us.

Union representative Well, yes, of course there will. But not everyone wants to leave the company.

Managing director So they come to the new location. Simple as that.

Union representative No, it's not as simple as that. I have to stay 4 _____ on this. We need to think about alternatives for the ones who can't move. What would you
5 _____ offering people the option of working from home?

Managing director That's not
6 _____ of the question, but it wouldn't work with every job.

Union representative OK, but I don't think it's good enough to offer people a couple of months' salary and no further job prospects. We need to find a
7 _____ this ...